
CALIFORNIA STUDENT AID COMMISSION



2013-14 California Dream Act Application Guide for Colleges and Universities

December 2013

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Overview of the California Dream Act

The California Student Aid Commission (Commission) is the primary agency responsible for the administration of state and federal financial aid programs in California. As such, the Commission has adopted the mission of making education beyond high school financially accessible *to all Californians*. With the addition of Dream Act financial aid, that mission can be fully realized.

The California Dream Act, authored by Assembly Member Gil Cedillo (Los Angeles), became law in 2011 through the passage of two Assembly Bills (AB), AB 130 and AB 131. For the first time, AB 540 eligible students (see next section) may apply for and receive student financial aid from publicly administered student financial aid sources.

AB 130 allows students who meet AB 540 criteria to apply for and receive privately funded scholarships offered through public colleges and universities.

AB 131 allows students who meet AB 540 criteria to apply for and receive state-funded financial aid such as institutional grants, community college fee waivers, Cal Grant and Chafee Grant.

Since 2001, California's public postsecondary institutions have determined whether a student meets the AB 540 requirements in order to exempt the student from paying nonresident tuition. Beginning in fall 2013, both public and private institutions participating in the Cal Grant Program must determine the AB 540 eligibility of currently enrolled students who are otherwise eligible for the 1) High School Entitlement Cal Grant, 2) the Community College Transfer Entitlement Cal Grant, or 3) the Cal Grant C.

AB 540 Eligibility

AB 540 allows any nonresident student, other than a nonimmigrant alien, who meets all of the following requirements, to be exempt from paying nonresident tuition at the California Community Colleges, the California State University, and the University of California (all public colleges and universities in California):

- The student must have attended a high school (public or private) in California for three or more years.
- The student must have graduated from a California high school or attained the equivalent (e.g., passed the GED or California High School Proficiency Exam).
- The student must be registered at or enrolled in an accredited California institution of higher education.
- An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

The following bullets elaborate on the practical application of AB 540 criteria at California campuses:

- Students who are nonimmigrants [e.g., those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.

- The student must file a nonresident tuition exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.
- Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation, if required) to each college under consideration.
- Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be “nonresidents.”
- AB 540 by itself does not provide student financial aid eligibility for undocumented alien students. That eligibility was provided by AB 130 and AB 131.

Creation of the California Dream Act Application

The Dream Act Application (discussed in detail later in the guide) was developed by the Commission and, along with the school-certified Cal Grant GPA, is the sole application for AB 131 Cal Grants. Many California colleges and universities also use the Dream Act Application for their institutional AB 130 and AB 131 Dream Act financial aid. Students are encouraged to check with their campuses to see if they need to file a Dream Act Application or another campus form for that aid. The Dream Act Application instructions and pre-completion worksheet are posted at www.caldreamact.org/.

The Dream Act Application is not an application for federal financial aid. Students eligible to file the Free Application for Federal Student Aid (FAFSA) must use that application. Students should not complete both applications.

Dream Act Application Uses the Federal Methodology

The Commission is required by state law to use federal needs analysis methodology when determining Cal Grant financial eligibility. The Dream Act Application gathers the same data collected by the FAFSA, and the Commission calculates an Expected Family Contribution (EFC) for each applicant using the same methodology. The raw data and calculated EFC are used by the Commission to make preliminary Cal Grant award offers and then are forwarded to campuses for verification of eligibility.

With an EFC, public colleges and universities can determine eligibility for institutional grants like the University of California Grant, the California State University Grant, and the Board of Governors fee waiver at the California Community Colleges. Private colleges would use Dream Act data to help verify and pay AB 131 Cal Grant students at their campuses.

Key Dream Act Dates

Dream Act Application Deadlines

Students are encouraged to submit the Dream Act Application as early as possible between the date the next year’s application opens in January and the March 2 deadline to receive consideration for Cal Grants and other institutional Dream Act grants.

Early January (Date Varies)

California Dream Act Application becomes available for the following academic year.

March 2

This is the absolute deadline for submission of the Dream Act Application to the California Student Aid Commission along with the school-certified GPA for the Cal Grant Program. If the March 2 statutory Cal Grant deadline falls on a weekend or holiday, the law allows the Commission to receive applications through the following business day.

Many colleges and universities also use March 2 as a priority financial aid deadline, but students filing the Dream Act Application are still encouraged to check with their college to determine the school's exact application deadlines and filing requirements.

As with the FAFSA, if the tax information or other information necessary to complete the Dream Act Application is not available, estimated information may be used. When the accurate information is available (after taxes are filed), a correction must be submitted. As long as the initial application was successfully submitted before the March 2 deadline, corrections can come in after that date.

Helpful Information for Students to Know

Caldreamact.org

The California Dream Act Web page has links to the Dream Act Application, other necessary documents, GPA information, and additional helpful resources. Students and colleges are encouraged to utilize these assets.

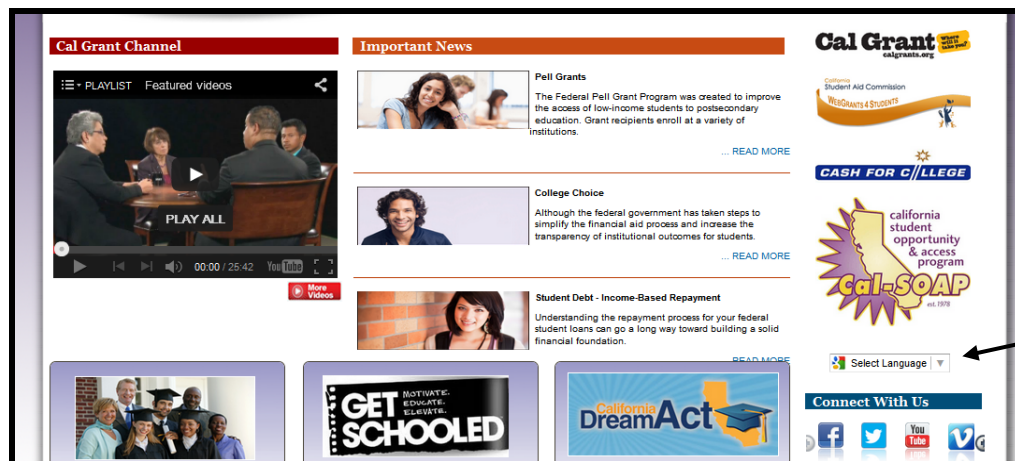


A complete overview of the 2013-14 California Dream Act Application is available in a PowerPoint presentation made to the California Community College Student Financial Aid Administrators Association (CCCSFAAA) at:

http://www.csac.ca.gov/training/2013-14_dream_act_application_for_CCCSFAAA2013.pdf

Language Options on the Commission Website

On the right side of the of the Commission's main webpage, www.csac.ca.gov, users can select from different languages to assist them in navigating the website.



The languages that translate the website are:

> Select Language	Catalan	Finnish	Hungarian	Latin	Romanian	Turkish
Afrikaans	Cebuano	French	Icelandic	Latvian	Russian	Ukrainian
Albanian	Chinese (Simplified)	Galician	Indonesian	Lithuanian	Serbian	Urdu
Arabic	Chinese (Traditional)	Georgian	Irish	Macedonian	Slovak	Vietnamese
Armenian	Croatian	German	Italian	Malay	Slovenian	Welsh
Azerbaijani	Czech	Greek	Japanese	Maltese	Spanish	Yiddish
Basque	Danish	Gujarati	Javanese	Marathi	Swahili	
Belarusian	Dutch	Haitian Creole	Kannada	Norwegian	Swedish	
Bengali	Esperanto	Hebrew	Khmer	Persian	Tamil	
Bosnian	Estonian	Hindi	Korean	Polish	Telugu	
Bulgarian	Filipino	Hmong	Leo	Portuguese	Thai	

However, the Dream Act Application and other linked documents on the website cannot be translated using this tool.

Easy Steps to Get Started on the Dream Act Application

To prepare for filing, Dream Act applicants and their parents may take advantage of the worksheet available at:

http://www.csac.ca.gov/pubs/forms/grnt_frm/2013-14_dream_application_worksheet.pdf.

Applicants start by creating a User ID and a password. They may save an application for up to 60 days prior to submission if completion in one sitting is not possible.

Applicants need to make sure that they list *first* the college or university they intend on attending. Any other colleges they might consider attending should be listed as their second, third, fourth, etc. choices. Students may list up to 10 colleges total. If the applicant cannot remember the exact name of the school or the school code, the online application provides a search option. They can search by city or parts of a school name. Schools that are not Cal Grant eligible will not appear in the search.

When the student has completed the application, he/she will reach a screen that requires him/her to check a signature box and click a “Submit” button. The next step requires the parent to sign.

Parents of dependent applicants may log in after the creation of an application to request a California Personal Identification Number (PIN). This PIN will allow the parent to sign the Dream Act Application electronically.

This picture shows the first screen a parent must complete in order to request a PIN or sign their child's application. All of the entries must match the student's submissions exactly.

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Sign an application or request your Parent PIN

If you are signing for the first time, you must choose the "Request Parent PIN" option to obtain the Parent PIN and complete the signature process.

* Student application year: SELECT YEAR

* Your relationship with student: SELECT RELATIONSHIP

* What do you want to do? SELECT PURPOSE

Please fill in all the fields and click the Continue button. Information must exactly match data provided on the Dream Application by the student. If we find a matching record, you will be given an option to submit your signature or request your PIN.

Student Information

* First Name

* Last Name

* Date of Birth

* Zip Code

* Email Address

Cancel Continue

Note: if a parent will be signing more than one child's application, the parent must request a separate PIN for each child. Parents will use the same PIN(s) to sign every year the child submits a Dream Act Application.

Applicants can use their User ID and password to re-enter their application at any time to add colleges or update their information.

Parents must re-sign with their PIN each time changes are made to their child's application.

To assist the applicant and parent with remembering their User ID/password/PIN, an easy fill-in form is available on the Commission's website:

http://www.csac.ca.gov/pubs/forms/grnt_frm/stc_login_pincard.pdf.

The image shows two identical forms side-by-side, representing the 'MY STUDENT LOGIN' and 'MY PARENT PIN INFORMATION' sections of the application. Each form has a header with the 'DreamAct' logo and 'CASH FOR COLLEGE' text. Below the header, there is a warning: 'KEEP THIS INFORMATION IN A PRIVATE PLACE. DO NOT SHARE. / GUARDE ESTA INFORMACIÓN EN UN LUGAR PRIVADO. NO LA COMPARTA.' The forms are divided into two main sections: 'MY STUDENT LOGIN / DATOS DE CONEXIÓN DEL ESTUDIANTE' and 'MY PARENT PIN INFORMATION / INFORMACIÓN NIP DE LOS PADRES'. The student section includes fields for 'STUDENT ID / NOMBRE DE USUARIO DEL ESTUDIANTE', 'STUDENT PASSWORD / CONTRASEÑA DEL ESTUDIANTE', and 'STUDENT SECURITY QUESTION / PREGUNTA DE SEGURIDAD DEL ESTUDIANTE'. The parent section includes fields for 'PARENT LAST NAME / APELLIDO DEL PADRE O LA MADRE', 'PARENT DATE OF BIRTH / FECHA DE NACIMIENTO DEL PADRE O LA MADRE', 'PARENT WAGES / SALARIO DEL PADRE O LA MADRE', and 'PARENT PIN / NIP DEL PADRE O LA MADRE'. Each field has a small instruction in both English and Spanish.

Common Mistakes Students and Parents Make

- Listing an inconsistent name:** Applicants should use the name on their birth certificate, high school graduation diploma, or employment authorization card—**NOT** a nickname. Use of any name variations, including nicknames, could delay the processing of their application.
- Missing parent's and/or student's signature:** The student's signature option is simply a check box at the end of the application. Each time a student enters the application, he/she must check that signature box and resubmit. Then, if the student is dependent, the signing parent must also enter the application through the parent portal, enter their PIN, and resubmit.
- Listing the incorrect Social Security Number or Individual Taxpayer Identification Number (ITIN), employment authorization card number or driver's license number:** Applicants are encouraged to double check the numbers and have someone else check for accuracy too. Transposed or missing digits will halt the processing of a student's application.
- Listing adjusted gross income as equal to taxes paid:** Adjusted gross income will be a larger amount than taxes paid and will not allow the application to be processed.
- Listing parent's marital status incorrectly:** Provide the marital status of the parent with whom the student resides and for whom financial data is being submitted on the form. If that parent is remarried, provide the step-parent's information as well.

Selective Service Registration

Almost all male U.S. citizens, and male aliens living in the U.S., who are 18 through 25, are required to register with the Selective Service. This includes undocumented males. However, some noncitizens are required to register; others are not. Noncitizens who are

not required to register with Selective Service include men who are in the U.S. on student or visitor visas, and men who are part of a diplomatic or trade mission and their families. Selective Service registration information for students who must register and other information are available at:

<http://www.sss.gov>.

The image shows the Selective Service System Registration Form (SSS Form 10). At the top, it says "Register online (http://www.sss.gov) or complete this form. SELECTIVE SERVICE SYSTEM REGISTRATION FORM". Below this, there are instructions: "PRINT ONLY IN BLACK INK AND IN CAPITAL LETTERS ONLY" and "DO NOT WRITE IN THIS SPACE". The form has several sections for personal information: "DATE OF BIRTH (MM/DD/YYYY)", "SEX (M/Male or F/Female)", "SOCIAL SECURITY ACCOUNT NUMBER", "LAST NAME", "FIRST NAME & MIDDLE NAME", "CURRENT MAILING ADDRESS (STREET ADDRESS & APARTMENT NUMBER)", "CITY", "STATE", "ZIP CODE", and "TODAY'S DATE (MM/DD/YYYY)". There is a section for "SIGNATURE" and "INT". At the bottom, there is a "How To Complete This Form" section with seven blocks of instructions. Block 1: Print your date of birth. Block 2: Place an "X" in the correct box. Block 3: If you have a Social Security Number, it is mandatory that you include this information. If you don't have one, leave this block blank. Block 4: Print your full legal name as outlined on the card. Include any suffix in the designated box. Block 5: Print your current mailing address as outlined on the card. Use the two-letter State abbreviation and enter your ZIP code. Block 6: Enter today's date. Use a two-number designation for the month and day and use a four-number designation for the year. Block 7: Sign your name in this box. There is also a "Mail this form to:" section with the address: Selective Service System, P.O. Box 94732, Palatine, IL 60094-4732.

Registration may be made by mail using the convenient form located online at:

http://www.csac.ca.gov/pubs/forms/grnt_frm/selective_service_registration.pdf.

Students will receive a postcard with the Selective Service registration confirmation number and are advised to retain two copies. One of the copies will serve as proof of registration for the college financial aid office.

Campuses must verify selective service registration for all males age 18 through 25.

Corrections and Changes to the Dream Act Application

Students may make changes to the Dream Act Application by logging into www.caldreamact.org and retrieving the Dream Act Application Confirmation Page. This page shows if the application needs corrections or updates. Any changes or corrections may require parental resigning (see the above *Easy Steps to Get Started...*).

Changes that a student might make include demographic changes and adding additional colleges, but could also include a changed citizenship status, such as being granted permanent resident status or becoming a citizen. Should this latter situation occur, students must file a FAFSA and notify their school's financial aid office immediately.

Changes that students are not able to make themselves are changes to name or birthdate. These corrections must be made by the Commission.

Non-SSN Cal Grant GPA Verification Form

The non-SSN GPA verification process allows the Commission to match a GPA to a Dream Act Application for students without an SSN. Some schools submit those non-SSN GPAs to the Commission electronically, but many do not. In the latter cases, a form (http://www.csac.ca.gov/pubs/forms/grnt_frm/non_ssn_gpaform.pdf) has been created for students to download and take to their schools. Students may ask if their schools will mail the form on their behalf, but ultimately it is the responsibility of the student to mail the form and purchase proof of mailing (recommended).

To receive Cal Grant award consideration, students must submit the form or request their high school or community college electronically submit their GPA **by March 2**.

Other Important Forms Required of Cal Grant Applicants

The following supplemental forms are available on the Commission's website and on *WebGrants 4 Students*.

- All students meeting the transfer entitlement criteria will be notified by the Commission to complete the **Community College Transfer Entitlement Cal Grant Verification Form (G-6)**:
http://www.csac.ca.gov/pubs/forms/grnt_frm/G-6.pdf.
- All students meeting the Cal Grant C criteria will be notified by the Commission to complete the **Cal Grant C Supplement Form**. (The downloadable form is available seasonally.)
- Sometimes Dream Act Applications cannot be processed because the name or birthdate was incorrectly entered (see *Corrections and Changes* above). In these cases, students must complete the **Name/Date of Birth Change Request** form:
http://www.csac.ca.gov/pubs/forms/grnt_frm/da_name_dob_change.pdf.

Dream Act Application Acknowledgement

The Commission sends out e-mail notifications to all applicants submitting the Dream Act Application to acknowledge the steps the applicants have taken and still need to take to receive their California state financial aid.

If applicants do not receive an acknowledgement within thirty days of submitting a Dream Act Application, they should contact the Commission's Student Support Branch at 888-224-7268 and the financial aid office at their college.

Students are advised that the school(s) will receive the Dream Act Application information within eight (8) business days from the time that the student completes it and should bear in mind that each campus requires time to process the application.

Cal Grants Awarded through the Dream Act

Dream Act applicants are eligible for High School Entitlement A or B, Transfer Entitlement A or B, or Cal Grant C awards.

Cal Grant applicants using the Dream Act Application or the FAFSA are processed using the same eligibility criteria. All award offers are treated the same regardless of which application is filed: all recipients will be assigned a nine-digit CSAC ID number, notified of their preliminary award by the Commission, placed on the WebGrants roster of the first school listed on their application, and subjected to the same eligibility verification.

Annual maximum Cal Grant award amounts are contingent upon the final State Budget. The actual Cal Grant payment will be determined based on the school of attendance, enrollment status, and other eligibility requirements that must be verified by the school before Cal Grant funds can be released.

Though campuses may have to employ different methods for disbursement to Dreamers, no other distinctions should be made between Dream Act Cal Grants and non-Dream Act Cal Grants.

The Commission encourages all colleges to establish a tried and successful process for disbursement of Cal Grants to Dream Act students. The Commission is willing to assist if the campus faces barriers.

To renew their Cal Grant award, Dream Act students must file a Dream Act Application each year and continue to meet the income and asset requirements, as well as the campus satisfactory academic progress (SAP) requirements—the same processes and eligibility in place for FAFSA filers.

High School Entitlement students offered a Cal Grant A and who attend a California Community College will not receive any payments at the community college. Instead, the Commission will hold the award in a Community College Reserve status for up to two years. Students activate the award once they transfer to a Cal Grant eligible, tuition-charging institution.

A Community College Reserve student must be enrolled at a community college to remain eligible for the Cal Grant A reserve award.

Students and *WebGrants 4 Students* Accounts

The Commission has created *WebGrants 4 Students* (WGS) specifically for students. WGS is the access point providing applicants with the resources, information and tools needed to assist with the college financial aid process. WGS allows applicants to manage their Cal Grant and/or Chafee account(s) online.

Specifically, students can go online and do the following:

- Check application status for the Cal Grant A, B, and C programs
- Check application status for the Chafee Grant program
- Update demographic information
- If awarded, change school of attendance
- Review grant amount and payment history
- Review other posted transactions
- Access important Web links related to student financial aid

The WGS account does not replace either the school or the Dream Act Application accounts. Each account must be monitored and managed independently.


Students are encouraged to create an account online at:
<https://mygrantinfo.csac.ca.gov/logon.asp>.

A handy guide to accessing and using WebGrants is at:
<https://mygrantinfo.csac.ca.gov/Common/UserGuide.pdf>

California Aid Report

The California Aid Report (CAR) is the means of notifying students of their eligible award status. The student is alerted by email that the CAR can be accessed from the student's WGS account.

The CAR indicates the type and estimated maximum amount of a student's Cal Grant award for the first three qualifying schools listed on the Dream Act Application. It reflects the amount that may be received for one academic year of full-time attendance.



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[Cal Grant Main](#)
[Address Change](#)
[Application Status](#)
[Award Detail](#)
[CA Aid Report](#)
[Payment History](#)
[School Change and LOA](#)

California Aid Report (CAR)

★ To view your CAR, select a date below.

Search =

CAR Date	Correspondence Code	Academic Year
02/19/2012	GG7601	2012-2013
07/08/2012	GG7601	2012-2013

Congratulations! The California Student Aid Commission (CSAC) is offering you an estimated preliminary Entitlement Cal Grant award. This potential Cal Grant award is based on the information you have reported on your FAFSA, thereby, it is considered an estimated offer. Before the Cal Grant can be activated, there are further actions that must take place. Please carefully read the information below to understand what you need to do to receive your Cal Grant award. Please be aware that this award offer may be reduced or withdrawn based on the final State Budget.

SAMPLE STUDENT
Date Issued: 02/19/12
 SSN: 123-45-6789

School Choice	Cal Grant A	Cal Grant B
UNIV OF CA - SANTA BARBARA	\$12,192	SEE CODE #16
CSU-SAN DIEGO STATE UNIVERSITY	\$5,970	SEE CODE #16
UNIV OF SOUTHERN CALIF	\$9,708	SEE CODE #16

The award amounts listed above indicate the type and estimated amount of your Cal Grant award for the first three qualifying schools that you listed on your FAFSA application and reflect the amount you may receive for one academic year of full-time attendance.

To Receive the Cal Grant award, you must:

- Read the "Important Facts About Your New Cal Grant Award" fact sheet as it has important information you need to know about the Cal Grant award. Maintain your WebGrants for Students (WGS) account to manage your Cal Grant online. It is important to know that your WGS account is separate from your school or FAFSA account.
- Change your school of attendance on your WGS account if the first school listed above is not the school you plan to attend. The Cal Grant award will be sent to the school listed in your WGS account.
- Contact the college Financial Aid Office if your Cal Grant does not appear on the financial aid award notification you receive from your college and let them know about your Cal Grant award offer.
- Confirm your high school graduation on your WGS account **AFTER** you have satisfied all of your high school graduation requirements. The Cal Grant award cannot be disbursed until you or your school confirms your high school graduation.
- Keep your email address updated so we can send you up-to-date information about the award offer and notify you of any changes that may impact this Cal Grant award offer.

This award offer is pending approval of the final State Budget and could be reduced or withdrawn. After confirmation of the final State Budget, the Cal Grant award will be determined based on your school of attendance, enrollment status, and other eligibility requirements that must be verified by your school before Cal Grant funds can be released to you. To renew your Cal Grant award, you must file a FAFSA each year and continue to meet the income and asset requirements.

If you were offered a Cal Grant A and you attend a California Community College, you will not receive any payments at the community college. Instead, CSAC will hold the award in a Community College Reserve status for up to two years. You may activate the award once you complete your community college education and transfer to an eligible school. A Community College Reserve student must be enrolled for the 2012-13 fall term to remain eligible for the Cal Grant award.

PRIVACY STATEMENT: Please be aware, grant award information for students who are 18 years of age or older will only be released to parents or guardians with written authorization from the student.

Diana Fuentes-Michel, Executive Director
California Student Aid Commission

If you have any questions, please contact us at (888) 224-7268 or e-mail us at studentsupport@csac.ca.gov.



Former Foster Youth: The California Chafee Grant Program

Dream Act students who are current or former foster youth and have not yet reached their 22nd birthday may also be eligible for the California Chafee Grant program. The Chafee application is online at: <https://www.chafee.csac.ca.gov/>.

Helpful Information for Colleges & Universities to Know

Overview of the California Dream Act Application Processing

In processing the California Dream Act Applications, the Commission is performing a dual role. These roles are as an application processor, like the federal Central Processing System (CPS), and as a user of that data for the Cal Grant program.

The Dream Act Application is designed to serve students eligible under AB 130/AB 131 who do not have a Social Security Number (SSN) or those who have a “Valid for Work Only” SSN issued to students who have successfully completed the Deferred Action for Childhood Arrivals (DACA) process.

Since no federal data matches can be performed for students without an SSN and none of the personal information from the Dream Act Application is shared with agencies other than the college campuses the student indicated, students and parents can be reassured that their personal information is safe.

The Commission does not have the means to perform federal database matches. Therefore, the matches made during FAFSA processing, such as with the Social Security Administration, Department of Homeland Security, Veteran’s Administration, Selective Service, National Student Loan Data System for Students (NSLDS), etc., cannot be made. This aspect is the most significant difference compared to the federal application process.

For those students and parents who file federal tax returns using an Individual Taxpayer Identification Number (ITIN), schools can use the same verification procedures for the various tax return items as the federal verification process.

Due to the similarity of the federal Institutional Student Information Record (ISIR) and the California ISIR (Cal ISIR), campuses have the opportunity to update Cal ISIRs in a manner similar to federal ISIR processing.

Campus Financial Aid Management (FAM) systems may be able to process the Cal ISIR to import the EFC and other data into their systems. Please be aware that due to the near perfect match with the federal ISIR, campuses should take precautions to notate or otherwise track the Cal ISIR so as to not lead to unexpected results, such as confusing the Cal ISIR for a federal ISIR.

California Dream Act Application Enhancements

The Commission is working on making improvements and enhancements for schools, such as uploading Dream Act ISIR corrections for batch processing, upgraded user functionality, improved record layouts for new and renewal students, and expanded report detail.

WebGrants Basics

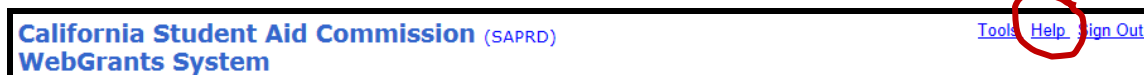
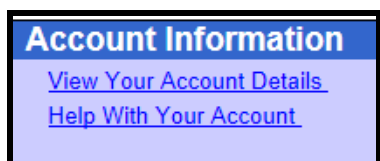
The following information is an overview and assumes the user has been granted access to WebGrants. Financial aid administrators who do not have but require access to the California Dream Act data should ask their System Administrators to grant them access. Schools can use their own form for user access or use the Commission prototype located online at: <http://www.csac.ca.gov/doc.asp?id=1194>.

Basic Submission Requirements

The log-in page is the entry point through which all authorized WebGrants users gain access to the WebGrants system. The minimum browser requirements for accessing WebGrants are Internet Explorer 8.0 or higher and Firefox 20 or higher.

Help Menu

WebGrants offers help from the main screen for account assistance or with more specific, detailed instruction for working with and using WebGrants. Account information is accessed easily in three places: from the log-in screen, from the main section of the WebGrants menu screen (below left), or from the top of the WebGrants portal menu (below right).



The Help Menu has the following categories:

- **General Information:** Provides assistance with WebGrants accounts and comment and accept/reject codes used on WebGrants screens.
- **Publications:** Links to the *Grant Operations Memos (GOM)* and *Grant Special Alerts (GSA)* listed by year. Financial aid administrators are advised to sign up for these communications (see *Updates and Notifications* section).
- **User Guides:** Non-SSN GPA Upload User Guide, etc.
- **File Specifications:** The File Specifications describe the required electronic format in which all institutions must submit their data. The file specifications are a required format and must be followed in order for the data file to be processed. For the Dream Act Application the file formats currently listed are:
 - Non-SSN GPA Record Layout
 - 2013-14 Cal ISIR File Layout
 - 2013-14 Cal ISIR Test Records
 - 2013-14 Cal ISIR Comment Codes and Text

- **Training Materials:** Provides guidelines and frequently asked questions on programs and processes.
- **Security:** Provides forms and training to access WebGrants and requirements for data transfer. To access forms from the Commission's main website, go to <http://www.csac.ca.gov/doc.asp?id=1194>.

Tools Menu

In WebGrants, users can access "Tools" on the main screen located in the upper right hand corner. The tools available have been created by the Commission to assist schools in accessing and downloading data if the school cannot easily transfer the data to their system.

The Cal ISIR tools allow users to open and to view Cal ISIRs in a friendly format. Tool instructions are included on the worksheet tabs and can be used with either Excel 2007 or 2010.

CA Dream Act in WebGrants

The CA Dream Act is on the main page of the WebGrants portal menu:

The screenshot shows the main page of the California Student Aid Commission WebGrants System. At the top, it says "California Student Aid Commission (SAPRD) WebGrants System" with links for "Tools", "Help", and "Sign Out". Below this, there is a "Welcome! To the CSAC Portal Menu" message and a timestamp: "The last time you logged on to this system was: 08/08/2013 10:53:18 am" and "Number of failed attempts since your last login: 0". A message states: "Please contact your School's System Administrator if you need access to additional screens." There are two main menu sections: "Portal Menu" with links for "WebGrants", "California National Guard", and "CA Dream Act"; and "Account Information" with links for "View Your Account Details" and "Help With Your Account". At the bottom, there are links for "Privacy Policy", "Contact Us", and a copyright notice: "Copyright 2000-2013, California Student Aid Commission".

Click on the CA Dream Act Portal Menu and the CA Dream Act menu appears:

The screenshot shows the CA Dream Act menu within the WebGrants System. At the top, it says "California Student Aid Commission (SAPRD) WebGrants System" with links for "Portal Menu", "CA Dream Act", "Tools", "Help", and "Sign Out". Below this, there is a row of buttons: "CA Dream Act", "Dream Act Application Search", "Dream Act Paper Signature", "Dream Act New Application", and "Dream Act ISIR Correction". The "CA Dream Act" button is highlighted. Below this row, there is a section titled "CA Dream Act Menu" with links for "Dream Act Application Search", "Dream Act Paper Signature", "Dream Act New Application", and "Dream Act ISIR Correction". At the bottom, there are links for "Privacy Policy", "Contact Us", and a copyright notice: "Copyright 2000-2013, California Student Aid Commission".

The CA Dream Act Menu has four submenus. (Not all submenus will be seen by schools):

- **Dream Act Application Search:** Locates a specific student record
- **Dream Act Paper Signature:** Shows whether the student and parent have signed the application and when they signed as well as when the application was received
- **Dream Act New Application:** Allows a new application to be uploaded into WebGrants by Commission staff.
- **Dream Act ISIR Correction:** Allows edits to the application

GPA Submission: Uploading the Non-SSN GPA File

The Commission's WebGrants system accepts Non-SSN GPA data through online submission. High schools upload this data for recent high school graduates, California Community Colleges for students transferring to baccalaureate degree-granting institutions, and other colleges may submit GPAs if they provide Cal Grant C eligible programs.

Uploading is a simple process. Cal Grant participating schools transmit specifically formatted data files containing student GPAs without the SSN to the Commission for batch processing.

Training and information on Non-SSN GPA submissions may be accessed at:
<http://www.csac.ca.gov/doc.asp?id=988>.

The following links provide Non-SSN GPA information for College financial aid administrators:

- [Non-SSN GPA Submission Process Questions & Answers](#)
- [GPA Electronic Record Layout](#) - for WebGrants **Non-SSN** GPA uploads
- [Non-SSN GPA Excel Template](#) - Right-click the link "Excel Non-SSN GPA Template" and select "Save Link As" option to save the template to your computer.

In WebGrants Tools, schools may use the Non-SSN GPA Excel template with these headings:

	A	B	C	D	F	G	H	I	J	K	L	M
	Record ID	School Code	Graduation Date	GPA	Spring School Code	Date of Birth	Student's Last Name	Student's First Name	Student's Middle Initial	Mother's Last Name	Father's Last Name	Student Address
1												
2												
	N	O	P	Q	R	S	T	U		W		X
	Student City	Student Zip Code	Student Gender	Parent's Phone Number	Student's Phone Number	Student's Email Address	Parents's Email Address	CSAC ID		School Student ID (OPTIONAL)		State Student Identification Number

CA Dream Act Student Application Search Screens

The Dream Act Application for Cal Grants will allow college campuses the ability to update student Cal ISIRs in a manner more consistent with federal ISIR processing.

The Student Application Search allows schools to search by multiple fields as shown below:

The search retrieves the student data in the fields shown below. If only a name search is used, more than one result may appear. By selecting and clicking on a name, the student's record will appear.

Student Application Search					
Record(s): 6		Search Results			Page: 1 of 1
Pseudo SSN/SSN	Name Address	DOB Phone	Email Address User ID EFC	Transaction Create Date Submit Flag	

California Institutional Student Information Record (Cal ISIR)

Instructions for accessing the Cal ISIRs are available online at:
<http://www.csac.ca.gov/doc.asp?id=55>.

The webpage will bring up a training list, and the training presented at the California Association of Student Financial Aid Administrators (CASFAA) Annual Conference (listed under CASFAA 2012 Training Sessions: California Dream Act) addresses accessing Cal ISIRs, downloading Cal ISIRs reports, and submitting Non-SSN GPAs on page 29 of the presentation.

The Commission will periodically update the Dream Act Application presentations and training. Notifications of training and program changes will be announced through the Commission's communication vehicles. See the "List-Serv" instructions in the *Updates and Notifications* section of this Guide.

Training

Training News and Information

→ [Electronic GPA Submission Training](#)

Commission Training Webinars

→ [2013 Commission Training Webinars](#)

CCCSFAA 2013 Training Sessions

→ [2013-14 Dream Act Application](#)

→ [Verification of the California Dream Act Application](#)

→ [Using WebGrants](#)

CASFAA 2012 Training Sessions

→ [Cal Grant 101](#)

→ [California Dream Act](#)

Access WebGrants to Download the Cal ISIR File Layout

College campuses can download the Cal ISIR file layout, Cal ISIR test files, and Cal ISIR Comment Codes explanation documents from the WebGrants Help page.

The student data is delivered to colleges in a format most likely to be able to interface with campus FAM systems.

Campus FAMs should be able to process the Cal ISIR to import the EFC and other data into their systems.

As mentioned previously, due to the near perfect match with the federal ISIR, campuses should take precautions to notate or otherwise track the Cal ISIR.

Cal ISIR Reports in WebGrants

From the WebGrants Menu click on Data Transfer.

California Student Aid Commission (SAPRD) WebGrants System

Portal Menu WebGrants Tools Help Sign Out

Welcome!
To the WebGrants Menu

The last time you logged on to this system was: 05/14/2013 10:44:01 am
Number of failed attempts since your last login: 0

Please contact your School's System Administrator if you need access to additional screens.

WebGrants Menu

- Enrollment
- GPA
- Student Info
- School Info
- Roster/Reconciliation
- Data Transfer
- Chafee Grant

Account Information

- View Your Account Details
- Help With Your Account

From the Data Transfer Menu, click on Report Download and the screen shown below appears where you will select the parameters for the report.

WebGrants System Enrollment GPA Student Info School Info Roster/Reconciliation Data Transfer Chafee Grant Accounting

Data Transfer File Upload Report Download SSN/ID Main

Report Download for SACRAMENTO CITY COLLEGE

- To download or display a report or data file click on the Retrieve File button.
- All data columns can be sorted either ascending or descending order by clicking on the blue column headings.
- To compare two roster files, select Grant Roster for Report and Data File for Media Type.
- To delete uploaded Audit Files, select Audit File for Report and the Delete checkbox column will appear.

School ID = 00123300 Acad Year = 2012-2013 Month = All
Report = All Media Type = All **GO!**

Report Date	Description	Media Type	Month	
03-NOV-12	HS Grad Date Verification	Data File	NOV	Retrieve File
03-NOV-12	Asset Protection Allowance Hold	Report	NOV	Retrieve File
03-NOV-12	California Dream Act ISIRs	Data File	NOV	Retrieve File
03-NOV-12	Monthly Payment Activity	Report	NOV	Retrieve File
02-NOV-12	GPA Summary	Report	NOV	Retrieve File
02-NOV-12	Accept/Reject	Data File	NOV	Retrieve File

Enter the school ID, select the academic year, select the month, and from media type select All, Report, or Data File.

Types of Reports Available for the CA Dream Act

- **California Dream Act ISIRs Reports:** Displays the student's submitted data, similar to the FAFSA data.
- **Non-SSN GPA Reports:** Displays list of students submitted, sorted by student's last name.
- **Non-SSN GPA School Unmatched Report:** Displays list of students who were not matched against Dream Act Application records.
- **Non-SSN GPA School Upload Report:** Summary of records submitted including records with invalid data.

Dependency Overrides

Schools should follow the same processes for dependency overrides as they would for the FAFSA. Instead of contacting the U.S. Department of Education, contact the Commission and Commission staff will recalculate the Dream Act Application's financial section.

California Dream Act Application Verification

Approximately 20% of Dream Act Applications will be selected by the Commission for verification as indicated on the Cal ISIR. Campuses must verify the same data elements as required in the V1 verification requirements used for students submitting the FAFSA. As with the federal processes, schools are allowed to select Dream Act Applications not flagged for verification.

A campus must complete verification for a selected Dream Act student before exercising professional judgment (PJ) to adjust any values that are used to calculate the student's EFC. However, making a PJ adjustment to a student's record does not require verification of an application that is not selected.

Updates and Notifications

The Commission prepares *Grant Operations Memos* (GOM) and *Grant Special Alerts* (GSA), which provide timely information, operational updates and notifications to the financial aid community. These communication documents are posted on the Commission website, and educational institutions and interested parties are notified through our "List-Serv" (or CSAC_List) electronic mail service.

To sign up for these "List-Serv" notices go to: <http://www.csac.ca.gov/prosubscription.asp>.

Training Webinars & Presentations

The Commission offers webinars to train and to communicate with financial aid community stakeholders.

Webinar is short for ***Web-based seminar***: a presentation, lecture, workshop or seminar that is transmitted over the World Wide Web. A key feature of a webinar is its interactive elements – the ability to give, receive and discuss information.

For more information and various Cal Grant presentations, go to:

<http://www.csac.ca.gov/doc.asp?id=55>

Or go directly to the Commission's events page in WebEx at:

<https://csacevents.webex.com/mw03071/mywebex/default.do?siteurl=csacevents>

Quick Links to CSAC Resources

Glossary

<http://www.csac.ca.gov/doc.asp?ID=516>

Contacting the Commission about Dream Act by Email

caldreamact@csac.ca.gov

Technical Assistance and Help Desk Telephone Number

1-888-294-0148

1-916-464-7222

Technical Assistance and Help Desk Email

CSACHELPDESK@csac.ca.gov

Customer Relations Hours for School Support

Hours are from 10:00 am to 4:45 pm (closed from 12 to 1 pm)

Customer Relations Telephone Number for School Support

1-888-294-0153

CSAC Webinar Training and Schedules

<http://www.csac.ca.gov/doc.asp?id=1445>

Dream Act Internet Links

www.csac.ca.gov

http://www.csac.ca.gov/dream_act.asp

<http://www.caldreamact.org/>

2013-14 Dream Act Application Documents

[2013-14 Dream Act Application Worksheet](#)

[2013-14 Dream Act Application Instructions](#)

[2013-14 Dream Act Application \(PDF\)](#)

Other Dream Act Resources

[CA Dream Act Training Webinar](#)

[Signature Page Tutorial](#)

[2013-14 Dream Act Application](#)

[CA Dream Act Flyer](#)

[Student Login/Parent PIN Card](#)

[Selective Service Form](#)

[California Non-Resident Tuition Affidavit](#)

[FAQs](#)

[Dream Act Myths](#)

[Student Guide Book](#)

Dream Act Forms

[Name/DOB Change Request](#)

[Dream Act Application Signature Page](#)

AB 540 Resources

[AB 540 Law](#)

[College and Financial Aid Guide for AB 540 Undocumented Immigrant Students](#)

[AB 540 Affidavit for California Non-resident Tuition Exemption](#)

California Dream Act Video Interviews on UNIVISION

(accessible on the Commission's website at http://www.csac.ca.gov/dream_act.asp)

January 15, 2013 - AB 540 students can now apply for the Cal Grant program!

April 2, 2012 - Dream Act Application Begins Today!

WebGrants Dream Act Tools and Help *(requires access to WebGrants)*

Non-SSN GPA Record Layout

2013-14 Cal ISIR File Layout

2013-14 Cal ISIR Test Records

2013-14 Cal ISIR Comment Codes and Text

Non-SSN GPA Information

[Non-SSN Cal Grant GPA Verification Form](#)

[For HS Administrators](#)

[For College Administrators](#)